

## Tax Exempt Status Report

<b>ZHR_RPTPY661</b>
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### Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/15/06	Janet Pasion	Draft

### Purpose

Use this procedure to view active employees who have indicated an "N" in their withholding tax schedule.

### Trigger

Perform this procedure at year end to identify employee's who's exempt status will expire

### Prerequisites










None

### Transaction Code

**ZHR\_RPTPY661**

### Helpful Hints

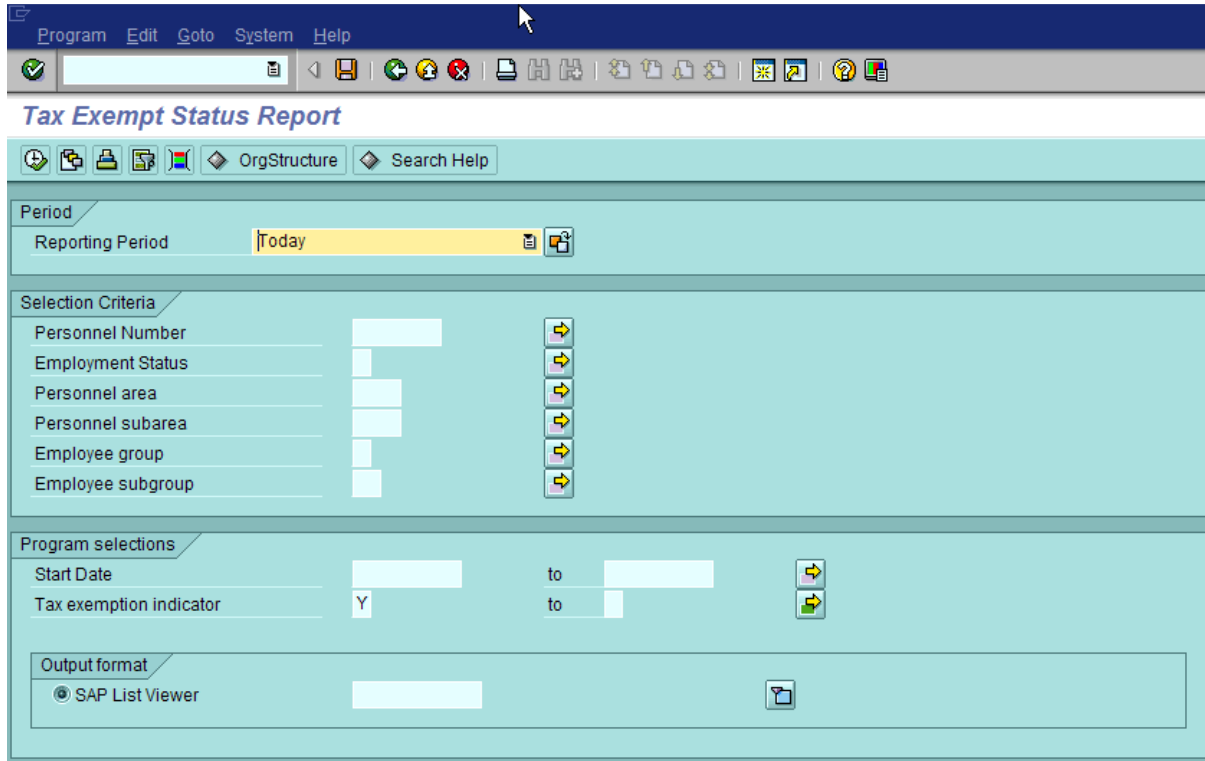
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.

## Procedure

1. Start the transaction using transaction code ZHR\_RPTPY661.

### Tax Exempt Status Report



**Tax Exempt Status Report**

Period  
Reporting Period: Today

Selection Criteria

Personnel Number		
Employment Status		
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		


Program selections


Start Date: to

Tax exemption indicator: Y to

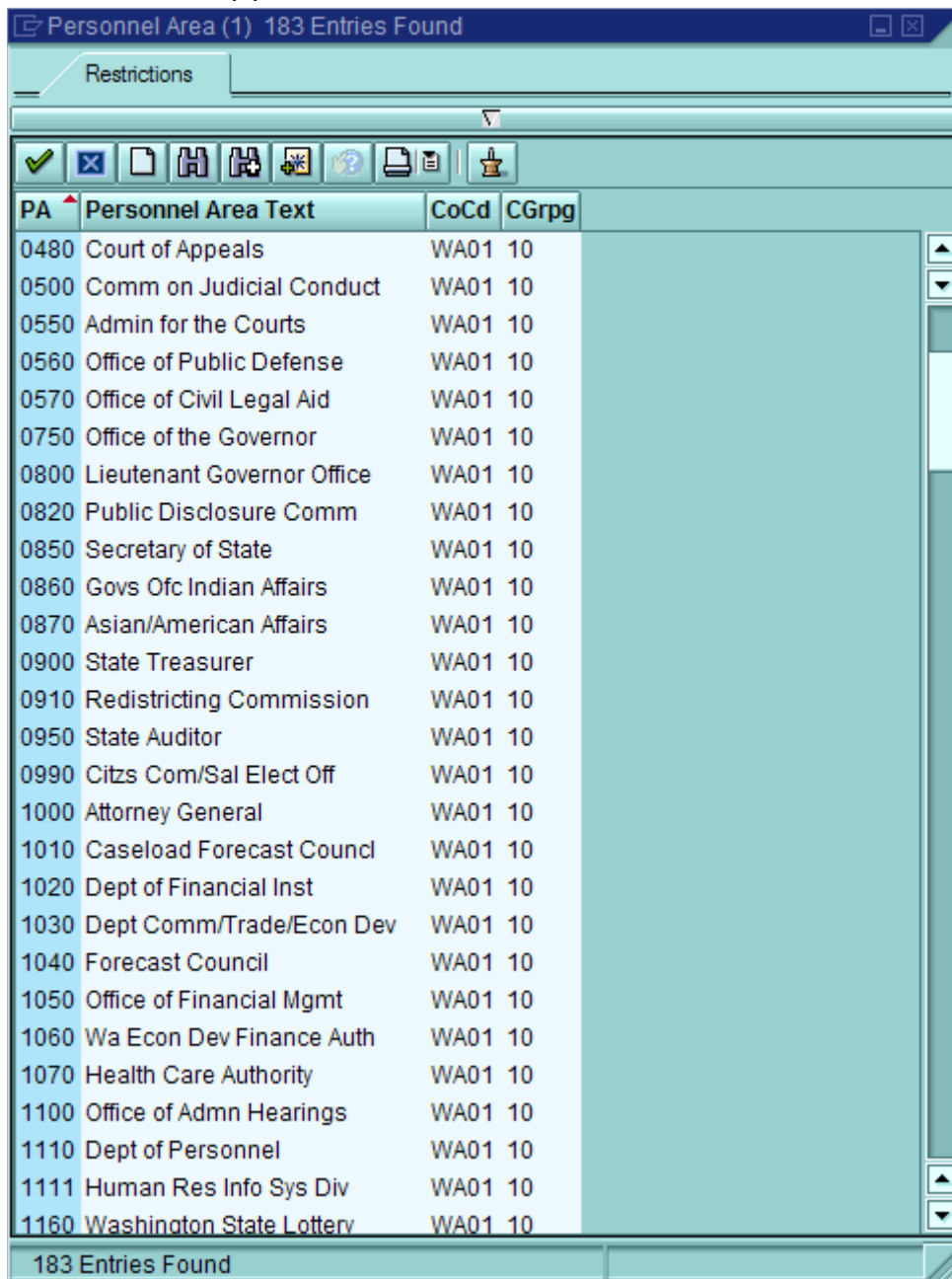
Output format: SAP List Viewer

2. Complete the following fields:

Field Name	R/O/C	Description
Reporting Period	C	This is the time frame in which data entry was created and stored.  The report is defaulted at 'Today'.
Personnel area	R	A specific agency/sub-agency in the State of Washington. <b>Example:</b> 1111

3. Click in the Personnel Area field and then click  (Matchcode) to open the selection list.

### Personnel Area (1) 183 Entries Found



PA	Personnel Area Text	CoCd	CGrpg
0480	Court of Appeals	WA01	10
0500	Comm on Judicial Conduct	WA01	10
0550	Admin for the Courts	WA01	10
0560	Office of Public Defense	WA01	10
0570	Office of Civil Legal Aid	WA01	10
0750	Office of the Governor	WA01	10
0800	Lieutenant Governor Office	WA01	10
0820	Public Disclosure Comm	WA01	10
0850	Secretary of State	WA01	10
0860	Govs Ofc Indian Affairs	WA01	10
0870	Asian/American Affairs	WA01	10
0900	State Treasurer	WA01	10
0910	Redistricting Commission	WA01	10
0950	State Auditor	WA01	10
0990	Citizs Com/Sal Elect Off	WA01	10
1000	Attorney General	WA01	10
1010	Caseload Forecast Council	WA01	10
1020	Dept of Financial Inst	WA01	10
1030	Dept Comm/Trade/Econ Dev	WA01	10
1040	Forecast Council	WA01	10
1050	Office of Financial Mgmt	WA01	10
1060	Wa Econ Dev Finance Auth	WA01	10
1070	Health Care Authority	WA01	10
1100	Office of Admn Hearings	WA01	10
1110	Dept of Personnel	WA01	10
1111	Human Res Info Sys Div	WA01	10
1160	Washington State Lottery	WA01	10

183 Entries Found

4. Select your agency from the list by double-clicking on the name.

## Tax Exempt Status Report

5. The Tax Exemption Indicator field has been pre-filled with the following entries:


Tax Exempt Indicator		Value
Y	Exempt, not reportable	Using this indicator will make the wages exempt from taxation and not reportable to the IRS.
R	Exempt, reportable	Using this indicator will make the wages exempt from taxation and earnings are reported to the IRS.

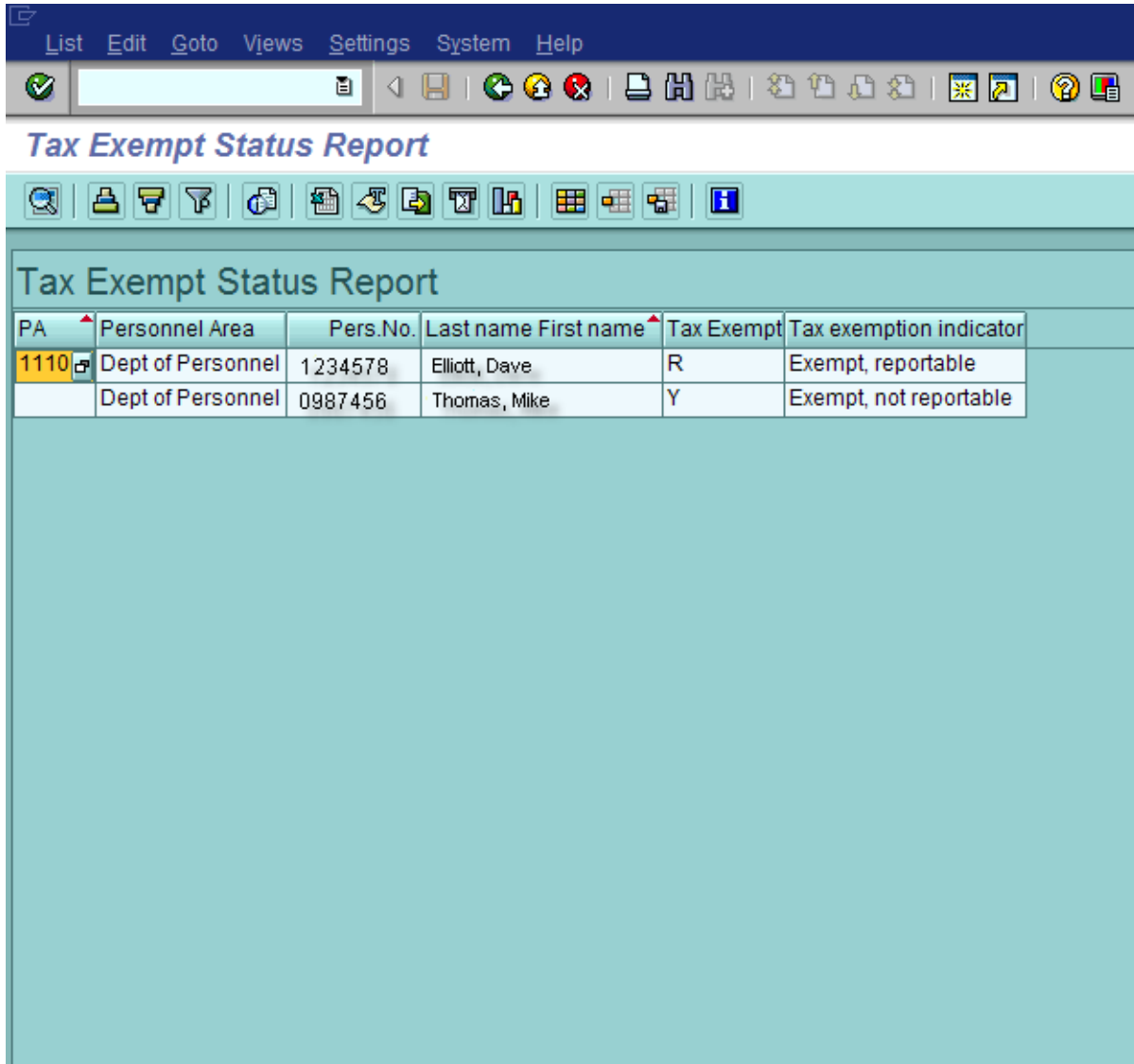
### Tax exemption indicator (1) 4 Entries Found

Tax exemption indicator (1) 4 Entries Found	
Tax Exempt Indica...	Short text
Y	Exempt, not reportable
R	Exempt, reportable
X	Exempt, partly reportable
	Not exempt

### Tax Exempt Status Report

Program		Edit		Goto		System		Help	
<b>Tax Exempt Status Report</b>									
Period									
Reporting Period		Current Year							
Selection Criteria									
Personnel Number									
Employment Status									
Personnel area		1111							
Personnel subarea									
Employee group									
Employee subgroup									
Program selections									
Start Date				to					
Tax exemption indicator		Y		to					
Output format									
SAP List Viewer									

6. Click  (Execute) to execute the report.



PA	Personnel Area	Pers.No.	Last name First name	Tax Exempt	Tax exemption indicator
1110	Dept of Personnel	1234578	Elliott, Dave	R	Exempt, reportable
	Dept of Personnel	0987456	Thomas, Mike	Y	Exempt, not reportable

7. You have completed this transaction.

#### Result

You have generated the Tax Exempt Status Report.

#### Comments

None